

What is HACCP?

HACCP (Hazard Analysis and Critical Control Points) is a preventive food safety program designed to control food safety hazards as food flows through a food service operation from purchasing to serving. School Food Authorities are required to have a School HACCP Plan at every site. HACCP food safety plans use a framework of Policies and Procedures to guide practices of food service staff.

How to Develop an Effective HACCP Plan

1. Identify standardized recipes and menu items according to the process approach:
 - a. Process #1 – No Cook
 - b. Process #2 – Same Day Cook and Serve
 - c. Process #3 – Cook, Cool, and Reheat
 - d. Process #4 – Non Hazardous Time Temperature Control Food
2. Develop Standard Operating Procedures (SOP) in the following areas:
Templates and HACCP resources can be found at: <http://www.extension.iastate.edu/foodsafety/content/haccp-school-foodservice> and Institute of Child Nutrition: <http://www.nfsmi.org/ResourceOverview.aspx?ID=57>
 - a. Personnel and Personal Hygiene
 - b. Facility and Equipment
 - c. Flow of Food
 - d. Consumer Communications
 - e. Employee Orientation and Training
 - f. Food Safety and HACCP Training and Monitoring
3. Utilize ISU Extension and Outreach Food Safety Plan template as guide:
<http://www.extension.iastate.edu/foodsafety/content/haccp-school-foodservice>
4. Monitor processes by establishing a record keeping system to ensure SOPs are followed:
 - a. Document critical control points (CCP) (cooking, cooling, re-heating, holding) of time temperature control foods (dairy products, eggs, meat/poultry, etc.) on logs.
 - b. Record corrective actions taken if procedures are not followed.
 - c. Verify temperatures of food and equipment (i.e. freezer, dishwasher, etc.) with calibrated thermometers and document temperatures on log.
5. Review and revise your HACCP plan at least annually.

Staff Training Requirements

At least one staff member at each site must be a Certified Food Protection Manager and ensure food safety best practices are followed by all employees.

- Food Service Director/Manager: Attend an 8-hour food safety certification course (i.e. ServSafe™) every 5 years. For a list of upcoming trainings visit:
<http://www.extension.iastate.edu/foodsafety/events>
- All Food Service Staff trained on School Food Authority's HACCP plan annually.

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